

Event Rentals at Awbury Arboretum

**Celebrate weddings, reunions, showers, parties, meetings, and more
at the Francis Cope House and adjacent grounds**

Welcome! Thank you for your interest in renting our space for your event. We hope you will look through this information, come over for a visit, and decide to celebrate here. You will be joining many satisfied customers who have found Awbury to be a beautiful, unique, and versatile venue for special times.

FREQUENTLY ASKED QUESTIONS:

What makes Awbury different from all the other rental venues out there?

- very comfortable, welcoming space – not a corporate “wedding factory” feeling.
- excellent flow among generously proportioned parlors, with plenty of light coming through big windows.
- flexible, easygoing staff to support you in making your event your own. At Awbury, it really is your party.
- affordability, character, and convenience; located right in the heart of historic Germantown

How many people will fit in the space? The maximum for indoor-only events is 70 people; from late spring to early fall, we can accommodate up to 200 using the porch and lawn. Many renters arrange for a tent in case of inclement weather.

How does catering work? Renters who wish to hire caterers do this independently. Some are already familiar with our set-up (we can provide a list if you like); others will need to come meet with us and tour the facilities. We have a side entrance for a caterer’s van, two residential-sized kitchens, and staging/storage areas. All caterers must provide a certificate of insurance.

Do you have any equipment we can use? Yes. We have 45 white plastic folding chairs and 10 folding rectangular tables. You may also request use of our 30-cup coffee maker, an additional 60-cup urn for hot water, a digital projector with screen, and an easel.

Awbury Arboretum Association

The Francis Cope House - One Awbury Road - Philadelphia, PA 19138
Office: 215-849-2855 Fax: 215-849-0213 Email: awbury@awbury.org

FAQ continued:

How much does it cost to rent the space? It depends on the size of your event and the time of year (see pricing attached). We want to do what we can to make your event work for you while sustaining our budget; if necessary, check to see if you qualify for a discount.

What does the fee include? Use of the foyer, three parlors, kitchen (with gas stove, microwave, refrigerator, and dishwasher), bathrooms, and lawn near house. Upstairs kitchen and conference room by arrangement. Fee also covers one indoor Event Host and (for larger events) one outdoor Parking Attendant.

Is a deposit necessary to reserve the space? Yes. For larger events, we require a security deposit of \$200; smaller events require \$100. This will be returned to you after the event if everything is left in order and you stayed within the hours you rented for. The deposit is not refundable if you decide not to hold the event here – unless we are able to rent the space to someone else for the time you had reserved.

How can we get to Awbury Arboretum? The Arboretum is easily accessible by public transportation: the Washington Lane Station on SEPTA's Chestnut Hill East Line is directly across from the Station Road entrance to Awbury. SEPTA bus routes 18 and 26 stop on Chew Avenue and the XH bus stops on Washington Lane. If traveling by car, you will find the Arboretum's main entrance is on the east side of Chew Avenue between Washington Lane and Haines Street.

What about parking? The guest parking lot at the Francis Cope House accommodates about 20 cars. Overflow parking for another 20 cars can be made available along Station Road, located on the Arboretum grounds between Washington Lane Station and Awbury Road - a lovely 5-minute walk from the Cope House. Finally, ample free parking is available at the Washington Lane Station and on the residential streets surrounding the arboretum (Chew, Haines, and Ardleigh), a 10-minute walk from the Cope House.

Are there any other rules we should know about? Please review our policies, attached.

Thank you, and please contact us if you have other questions!

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POLICIES Agreement

The mission of Awbury Arboretum is to preserve and interpret its historic house and landscape, thereby connecting an urban community with nature and history. These policies are designed to keep your guests safe, to ensure that your event is a pleasant one, and to preserve and protect Awbury for future visitors.

Please initial to confirm that you have read and agree to each rule or procedure and sign below. Violation of any of the following will result in loss of security deposit. Awbury reserves the right to terminate an event at any time if violations occur.

Rentals of the Francis Cope House must end by 10 PM seven days per week. _____ Initial

Music (amplified and/or live music) must be contained within the immediate area of the Francis Cope House out of respect for our neighbors. Awbury Staff will control music volume. All music must end by 9 PM.
_____ Initial

Maximum number of guests is 200; indoor-only events maximum is 70. Tent for inclement weather is the responsibility of the renter. _____ Initial

No abusive or offensive language.
_____ Initial

Please do not drive on the grass; parking only in designated areas. _____ Initial

The fireplaces aren't operational. Only flameless (LED) candles are allowed (exception for birthday candles).
_____ Initial

Any furniture you move (including picnic tables) must be moved back to its original place. _____ Initial

The Cope House is a non-smoking facility; smoking is not permitted in the building or on the porch. _____ Initial

Only propane or gas grills may be used; open wood or charcoal grills and fires are not allowed. _____ Initial

Nails, screws, and staples of any kind are not permitted when decorating, and only "Command Hook" tape may be used.
_____ Initial

All non-Awbury chairs, tables, plates, flatware, flowers, etc. are the renter and caterer's responsibility. Delivery and pick-up times and dates must be scheduled with Awbury at least 7 days before delivery.
_____ Initial

Renter/caterer is responsible for clean-up.

- Chairs and tables must be folded and stacked in designated areas
- All trash must be disposed of in the trash shed behind the parking lot
- All of renters' possessions must be removed or left in storage area for Monday pick-up. _____ Initial

Signature: _____ Date: _____

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Rates for Large- and Medium- Scale Events

Base rate (Large = over 70 people): \$1500 for 6 hours*

Base rate (Medium = 40-70 people): \$950 for 6 hours*

*At least one hour must be set aside for set-up and one hour for clean-up, with four hours for the event itself.

Fee includes:

- Use of hall, three parlor rooms, kitchen, bathrooms, and lawn near house.
- Kitchen and conference room upstairs (by arrangement).
- One indoor Event Host on the premises throughout the event.
- One outdoor Parking/Security Attendant throughout the event.

Extras:

- Each additional hour: \$110
- Additional Parking/Security Attendant: \$10/hr (recommended for large events)
- Parking Attendant with golf cart shuttle: \$30/hr

A \$200 Security Deposit is required to reserve the space and to ensure compliance with the policies. This will be returned after the event if everything is left in order. The FULL rental fee is due 30 days prior to the event. If payment is past due, the event may be cancelled and the Security Deposit forfeited.

Discounts may apply. (Examples: discounts for those who live within 10 blocks of the Arboretum, members of Awbury Arboretum, Awbury Neighbors, Chew and Belfield Neighbors Association, Cliveden Hills Neighborhood Association, or East Mt Airy Neighbors. We want to work with you to make your event affordable while keeping our budget balanced.)

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Rates for Smaller-Scale Events (defined as events with under 40 guests)

Base rate: \$110/hr April through October
\$75/hr November through March
(Paid time must be scheduled for set-up and clean-up.)

Fee includes one indoor Event Host.

Note: Large- and Medium- Scale events are possible at the Smaller-Scale Event rate if there is availability within 30 days of the Event.

Meetings, Conferences, and Retreats

Monday-Friday

9-5 use of Conference Room (up to 20 participants): \$300
9-5 use of Conference Room (non-profit): \$150
9-5 use of Conference Room and Parlors (up to 75 participants): \$450
9-5 use of Conference Room and Parlors (non-profit): \$250
Additional hourly rate for Conference Room: \$50

Saturdays, Sundays, and holidays: add \$100 to above rates

A \$100 Security Deposit is required to reserve the space and to ensure compliance with the policies. This will be returned after the event if everything is left in order. The full rental fee is due 30 days prior to the event. If the balance is past due, the event may be cancelled and the Security Deposit forfeited.

Discounts may apply. (Examples: discounts for those who live within 10 blocks of the Arboretum, members of Awbury Arboretum, Awbury Neighbors, Chew and Belfield Neighbors Association, Cliveden Hills Neighborhood Association, or East Mt Airy Neighbors.)

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Event Rental Contract

Event Date: _____ Type of Event: _____

Number of Guests: _____ Will you be using a Tent? Y N M

Event Hours: Set-up start time: _____
Actual time guests will be invited for: _____ to _____
Clean-up end time: _____
Total number of hours: _____

Group Name/Contact(s): _____

Address: _____

Phone: _____ Email: _____

Caterer/Planner Name: _____

Equipment Needed (Check all that apply): ___ Tables ___ Chairs
___ 30-cup coffee maker ___ Digital projector with screen ___ Easel

Rental Fee (Base Rate) _____ + (Extra hours, etc.) _____ =(Total) \$ _____

Security Deposit: \$ _____ paid date _____ Check # _____ to be returned* _____

Total Due: \$ _____ due date _____ paid date _____ Check # _____

Renter Signature: _____ Date: _____

Staff Signature: _____ Date: _____

*If space is left in satisfactory condition and Event ends on schedule.

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